



**SENIOR CITIZENS ADVISORY BOARD
AGENDA**

Regular Meeting

Tuesday, October 17, 2017 • 9:00 a.m. San Bruno Senior Center 1555 Crystal Springs Road, San Bruno

WELCOME TO OUR ADVISORY BOARD MEETING: If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us 48 hours prior to the meeting (616-7150).

1. CALL TO ORDER/ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. REVIEW OF AGENDA:

4. APPROVAL OF MINUTES: September 19, 2017

5. CONSENT CALENDAR:

6. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA: Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.

7. NEW BUSINESS:

- a. Treasurer's Report – September 2017
- b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data

8. UNFINISHED BUSINESS:

- a. Bocce Ball Court Update – Oral (Brewer)
- b. Senior Center Restoration Update – Oral (Brewer)

9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS

10. ITEMS FROM STAFF:

11. ADJOURNMENT

**** POSTED PURSUANT TO LAW ****



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Senior Citizens Advisory Board September 19, 2017

1. **Call to Order/Roll Call:** Vice Chair Green called the meeting of the Senior Citizens Advisory Board to order at 9:01 a.m. Board Members Present: Vice Chair Green, Carmichael, Chu, Hayes, Luzaich, Tracey, and Treasurer Hornung. Board Members Absent: Chair Goff. Staff Present: Burns, Brewer, Tessier, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Vice Chair Green led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** **MSC Chu/Carmichael** to approve the minutes of the August 15, 2017 meeting. Approved unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – August 2017 Treasurer's Report filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – Supervisor Tessier commented that class attendance numbers are difficult to record because of the classes being held in two separate locations. Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for August 2017.
 - c. Receive and File Minutes of Program Committee and Events Committee – Supervisor Tessier told the Board that San Bruno Cable would be hosting an informational presentation at the Senior Center in October.
 - d. Purchase of Memorial Bench at the Bocce Ball Court – Supervisor Tessier told the Commission she received \$500 in donations for a memorial bench in Kenneth Kreisel's memory to be installed at the new bocce ball court. The cost of the bench would be \$1,000 so staff is requesting the additional \$500 from the Senior Advisory Board Trust Fund for the purchase of the bench. **MSC Carmichael/Luzaich** for \$500 from the Senior Advisory Board Trust Fund to be given for the purchase of a memorial bench at the Bocce Ball Court for Kenneth Kreisel. Approved unanimously.
 - e. Board Input on Repair/Replacement of Senior Center Multi-Purpose Floor –

Director Burns updated the Board on the reconstruction of the stage in the Senior Center. The structural engineer and architect who are working on the new design of the stage have discussed the ADA requirements for access to the stage with staff. There is an option of a lift or a ramp to the stage and the Board discussed it and unanimously prefers a lift instead of a ramp. Director Burns added that City Council approved an emergency ordinance to waive the state law requirement of the public bidding process which will expedite the reconstruction process for the Senior Center. Director Burns asked for the Board's preference on whether they preferred to patch the damaged areas of the floor with similar flooring or if they preferred to take this time to replace the entire floor. Board Member Hayes asked if staff had a timeline for how long a complete replacement of the floor would take and Director Burns responded that her estimate would be about 2-3 weeks. Board Member Luzaich asked if the Senior Center would have to be closed during the replacement of the floor and Director Burns responded that the multi-purpose room would be completely closed. Board Member Luzaich expressed her concern for the Senior Center having to close for 2-3 weeks and the possibility of losing regular patrons of the Senior Center because of it. Director Burns also told the Board they could approve a temporary wall to be placed in the multi-purpose room to allow some programming as well as the senior nutrition lunch program and bingo to resume in the Senior Center. The Board discussed it and a majority of the Board recommended to keep the senior nutrition lunch program at the Veterans Memorial Recreation Center until all construction is complete and build a temporary wall in the multi-purpose room to allow for some programming and the Nutrition Site Council Bingo on Thursday nights to resume. **MSC Carmichael/Tracey** to replace all the flooring in the multi-purpose room using the Senior Center Trust Fund up to \$40,000. Approved unanimously.

8. UNFINISHED BUSINESS:

- a. Update on Senior Center Construction – Superintendent Brewer told the Board that the deck replacement will likely be completed following the reconstruction of the Senior Center.
- b. Update on the Bocce Ball Court Replacement – Superintendent Brewer told the Board that the bocce ball court replacement should start in October.

9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS: Board Member Chu told staff that bread sales sometimes start earlier than planned and the volunteers are not ready and Superintendent Brewer responded that she will remind all volunteers that no bread sales should begin earlier than 9:00 a.m. Board Member Chu also asked if some of the staff parking can be opened up at the Veterans Memorial Recreation Center for Senior Center patrons. Director Burns responded that the number of employee parking areas correspond with the number of regular full time employees. Superintendent Brewer added that the Senior Center bus is available for people who park in the Senior Center or Pool parking lots to the Recreation Center. Board Member Chu asked if there was an update on reimbursing St. Robert's Church for the use of their facility for the senior nutrition lunch program. Director Burns responded that payments had been sent out to both the church and school for use of their facilities and supplies along with a thank you letter from the Mayor and Board Chair.

10. ITEMS FROM STAFF: Superintendent Brewer told the Board their annual presentation to the City Council would be taking place on September 26, 2017 and they discussed the contents of it and who would present it.

11. **ADJOURNMENT:** Vice Chair Green adjourned the meeting at 10:36 a.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
Community Services

DRAFT

SENIOR ADVISORY BOARD TRUST FUND REPORT

SEPTEMBER 30, 2017

Checking Account Balance 8/31/2017	\$ 13,516.87	
Interest	\$ 0.62	
Deposit	\$ -	
Checks	\$ -	
Checking Account Balance 9/30/2017		\$ 13,517.49
Amount held at City of San Bruno prior 7/1/2013		\$ 103,932.20
Amount held at City of San Bruno July 1, 2013-June 30, 2017		\$ 56,499.44
Amount deposited to City since 7/1/2017	\$ 1,564.60	
Deposit made to City account September	\$ 128.00	
Deposit made to City account September	\$ 148.25	
Deposit made to City account September	\$ 150.60	
Deposit made to City account September	\$ 587.30	
Amount deposited to City this fiscal year		\$ 2,578.75
TOTAL NET WORTH SEPTEMBER 30, 2017		\$ 176,527.88

CATAGORIES FOR DEPOSITS TO THE CITY

Sunday Dances

Donations

 Thank You

 In Memory Of

 Regular

 Mailing List

Sports/Pool

Trips - Mary's

Pedro

Special Events

Craft Sales

Classes/Lockers

1

[illegible]

Nutrition Site Report - September 2017

Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Fri	1	75	78	0	78	
Mon	4					
Tues	5	90	93	0	93	
Wed	6	130	127	0	127	33.00
Thur	7	90	68	0	68	
Fri	8	75	75	0	75	
Mon	11	90	87	0	87	5.50
Tues	12	80	78	0	78	22.00
Wed	13	100	105	0	105	
Thur	14	70	58	0	58	
Fri	15	75	75	0	75	
Mon	18	100	81	0	81	11.00
Tues	19	90	93	0	93	22.00
Wed	20	90	88	0	88	11.00
Thur	21	75	72	0	72	
Fri	22	75	73	0	73	
Mon	25	100	88	0	88	5.50
Tues	26	75	70	0	70	
Wed	27	100	99	0	99	11.00
Thur	28	70	62	0	62	
Fri	29	80	80	0	80	
Total		1730	1650	0	1650	121.00

	January	February	March	April	May	June	July	August	September	October	November	December
2012	5737	5987	6548	6090	6722	5878	6198	6670	5827	6432	4826	4817
2013	5868	5632	6196	6363	6567	5487	6059	6186	5939	6554	4902	5728
2014	6020	5522	6204	6119	5993	5672	6517	5733	6047	6318	5240	5103
2015	5701	5767	6494	6936	5982	6357	6539	6015	5910	6324	5131	5426
2016	5285	5977	6278	6017	6169	6418	5788	6689	6583	6208	5771	5884
2017	5851	5462	6908	5688	6838	5280	4700	5831	5460			

Historical Sign-In Data

